

Internship Announcement Number: 2022-I01

Foreign National Student Intern (PAS/Sapporo)

OPEN TO:	Undergraduate/Graduate student (non-U.S. citizens) Applicants must meet the definition of student (see Appendix), must be at least 18 years old at the time of participation in the program and must be either citizens or permanent legal residents of Japan.
POSITION:	Student Intern
OPENING DATE:	April 12, 2022
CLOSING DATE:	May 8, 2022
WORK HOURS:	Part-time, minimum 16 hours/week (either two full days or three days part-time)
INTERNSHIP PERIOD:	6 months from the date of hire. Target starting date is September 2022.

Any student participating in the Foreign National Student Internship Program (FNSIP) is uncompensated and is not an employee of the U.S. Mission, the U.S. Department of State, or the U.S. Government. U.S. citizen students are not eligible for the FNSIP; they must apply for a different program through the State Department Student Internship Program: www.state.gov

The Public Affairs Section in Sapporo is seeking an intern undergraduate/graduate student resident in the greater Sapporo area, for an unpaid internship. The internship may be virtual depending on the restrictions due to the COVID-19 pandemic.

MAJOR DUTIES:

1. Assist in planning, creating and implementing in-person and virtual public diplomacy programs to engage audiences in northern Japan to foster understanding of American people, culture, and foreign policy and to promote study in the United States.
2. Assist in creating social media content on Twitter and Facebook.
3. Develop live program and event ideas targeting alumni and young Japanese audiences.
4. Assist staff with writing, taking photos and videos.
5. Research and identify new contacts among student groups, inter-collegiate groups, professors, and activities with the potential for effective collaboration on shared goals.
6. Other duties as assigned.

QUALIFICATIONS REQUIRED:

1. Good knowledge of American culture, U.S. – Japan relations, international issues and politics, and social issues.
2. Active user of social media including Facebook, Twitter, LINE, and YouTube.
3. Knowledge of Microsoft Office (Excel, Word, and Power Point).
4. Level III* (Good Working Knowledge) English and Level IV* (Fluent) Japanese.
5. Excellent communication skills (verbal and written).
6. Preferably prior experience or interest in studying abroad.

* U.S. Government language standards. For equivalents in other standard tests, please see <https://jp.usembassy.gov/jobs/jobs-resources/>

ADDITIONAL SELECTION CRITERIA:

1. All candidates for this position must submit their applications in English.
2. Applications must be received by the closing date.

3. Applicants must receive a successful security certification to participate in the program.

HOW TO APPLY:

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Statement of interest form, which is available on our website
<https://jp.usembassy.gov/jobs/student-internships/>
2. Gratuitous Service Agreement form, also available on the above site.
3. Official transcript illustrating good academic standing
4. Written permission from the educational institution.
5. Language test score

WHERE TO APPLY:

Please send your application to HROTokyo@state.gov with Student Intern (2022-I01) on the email subject line.

Appendix (Definition)

Student: A student is an individual who is enrolled not less than half-time in a high school*, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if the interim is not more than 5 months and if such individual shows to the satisfaction of the agency that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school year is divided) immediately after the interim.

NOTE: To be considered for the FNSIP, students must have graduated from high school or equivalent secondary school prior to beginning the program and must be at least 18 years old. Also, there is not a break of service for purposes of this requirement if an individual is receiving academic credit for the internship, even if not otherwise taking classes.